

P3 Workgroups Action Item List

9/18/00

Workgroup	Action Item	Assigned To	Due Date	Date Closed	Summary of Resolution
Training	Obtain listing of federal training materials	Pat Pianko	8/10/00	8/10/00	Items distributed to Workgroup
Training	Obtain listing of CDAA and CFSC training materials	Mary Leibham	8/10/00	8/10/00	Materials presented to group
Training	Survey training materials available at Judicial Council	Michael Wright	8/10/00	8/10/00	Materials presented to group
Training	Obtain listing of state training materials	Doris Keller	8/10/00	8/10/00	Materials distributed to group
Training	Obtain copy of 1410 survey results by county	Ann Love	8/10/00	8/10/00	Materials distributed to group
Training	Create phone survey instrument to poll small counties	Sharon Quinn	8/10/00	8/10/00	Materials distributed to group
Training	Obtain listing of FTB training resources or materials	Pete dosh	8/10/00	8/10/00	Materials presented to group
Training	Coordinate listing of large county resources	James Martinez(Pete Dosh; Michael Wright; Mary Leibham)	Open		
Training	Obtain listing of ACES training materials	Nora O'Brien	8/10/00	8/10/00	Overview provided; materials are proprietary and are not available for distribution
Training	Determine cost effectiveness of different types of training	Ann Love	Open		
Training	Action Item for Client Access Group: Examine community resources that are available to clients	Julie Hopkins: Pass to Client Access Group	7/26/00	8/4/00	Identified as a cross workgroup issue in Client Access meeting minutes
Training	Obtain info on CDAA certification training	Doris Keller	8/10/00		
Training	Obtain info on UC-Davis extension courses	Doris Keller	8/10/00	8/10/00	Materials distributed to group
Training	Create matrices for each priority group; e-mail to workgroup	Julie Hopkins	7/28/00	7/28/00	Matrices completed and e-mailed
Training	Create blow-up of matrices	Pat Pianko	8/10/00	8/10/00	Material brought to 8/10 meeting
Training	Determine definition of each training	All	8/10/00	8/10/00	Completed during workgroup session

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	need on matrix				
Training	Add discussion item to Session 3: How often should training be provided?	Doris Keller; Debra Paddack	8/24/00	8/24/00	
Training	Action Item for Client Access Group: Review availability of/develop PSAs and Outreach Materials re county transitions	JulieHopkins: Pass to Client Access Group	7/26/00	8/4/00	Identified as cross workgroup issue in Client Access meeting minutes
Training	Review matrices in preparation for Session Two	All	8/10/00	8/10/00	
Training	Review 1410 info for a sampling of counties; report findings	Ann Love; Doris Keller	8/10/00	8/10/00	
Training	Contact Cheryl Brown for CLE Info Manual	Doris Keller	8/10/00 8/24/00 9/7/00		Reassigned to Doris; due date extended to 8/24/00. In progress – extend to 9/7/00
Training	Obtain agendas of MCLE courses and instructor roster	Michael Wright	8/10/00	8/10/00	
Training	Develop matrix of counties: facilities, resources, training materials	Sharon Quinn(w/ input from others and survey results)	Open		Preliminary report provided; will continue with updates
Training	Review Workgroup Binder	All	8/24/00	8/24/00	
Training	Survey constituency for ideas: <ul style="list-style-type: none"> • Organization of training program • Conducting training program • Method and frequency of training • Training topics 	All	8/24/00	8/24/00	Information provided in workgroup sessions
Training	Identify cross-cutting issues from other workgroups, for inclusion in workgroup minutes	Mary Leibham; James Martinez	Ongoing		
Training	Identify system requirements for inclusion in workgroup minutes	Pete Dosh	Ongoing		
Training	Send link on hotels to Julie	Pete Dosh	ASAP	8/4/00	Link e-mailed to workgroup
Training	Draft recommendation on future full	DorisKeller	8/24/00	8/24/00	Survey given to group; to be finalized in

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	survey and needs assessment				9/7/00 session
Training	Provide brief description of training classes	Mary Leibham	8/24/00	8/24/00	
Training	Provide brief description of training classes	Michael Wright	8/24/00	8/24/00	
Training	Bring CD ROM from NCSEA	Pete Dosh	8/24/00		
Training	Obtain information on other states' training programs	Ann Love	Ongoing	8/24/00	Preliminary findings reported
Training	Advise Doris of interest in being co-chair	All County Reps	9/6/00	9/7/00	
Training	Review draft of 8/24 meeting minutes; come to 9/7 session with comments	All	9/7/00	9/7/00	
Training	Review CFSC Training Plan	All	9/7/00	9/7/00	
Training	Report on Management Practices cross-cutting issue	Nora O'Brien	9/7/00	Deleted	Tabled discussion
Training	Get information on additional meeting date out to group; schedule additional meeting	Doris Keller; Julie Hopkins	ASAP	8/18/00	Meeting scheduled for 9/15/00
Training	Poll counties on union issues for FSO certification of current/veteran employees	All	9/7/00	Deleted	Tabled discussion
Training	E-mail outline of Child Support Officer Trainee training program to workgroup	Pam Korman	9/6/00	9/6/00	
Training	Review CS Officer outline (from Pam) to determine what courses should be in which certification levels	All	9/7/00	9/7/00	
Training	Review MD Curriculum Plan to determine what courses each certification level should contain	All	9/7/00	9/7/00	
Training	Send soft copy of style guide to group	Julie Hopkins	ASAP	9/7/00	Distributed at meeting
Training	Review all prior session meeting minutes: to identify recommendations and issues that should be included in our final product	All	9/18/00	9/18/00	
Training	Determine deliverable format	All	9/18/00	9/18/00	
Training	Get information on	Michael	9/7/00		

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	teleconferencing/satellite costs	Wright			
Training	Determine certification process/requirements for county training programs	All	9/7/00	9/7/00	
Training	Review full survey and e-mail comments to Doris Keller	All	9/6/00	9/6/00	
Training	Incorporate changes to full survey; bring revised draft to 9/7/00 meeting	Doris Keller	9/7/00	9/7/00	
Training	Review Tab 5, Section V of Workgroup Binder; to determine training unit structure	All	9/7/00	9/7/00	
Training	Identify comprehensive list of certified instructors	Mary Leibham	9/18/00		
Training	Prepare short report and share with group members	Doris Keller	9/12/00	9/12/00	
Training	Comment on short report and identify areas in which you wish to write	All	9/11/00	9/11/00	
Training	Make writing assignments	Doris Keller Sharon Quinn	9/12/00	9/12/00	
Training	Reschedule 9/15/00 meeting	Doris Keller	ASAP	9/8/00	
Training	Prepare draft of policy recommendations portion of workgroup report; share w/ group members via e-mail	James Martinez; Michael Wright; Pat Pianko; Mary Leibham	9/15/00	9/18/00	
Training	Prepare draft of standard operating procedures portion of workgroup report; share w/ group members via e-mail	Louise Bayles; Nora O'brien; Doris Keller	9/15/00	9/18/00	
Training	Prepare draft of best practices portion of workgroup report; share w/ group members via e-mail	Ann Fowler; Sharon Quinn; Pam Korman; Gloria Clemons-White	9/15/00	9/18/00	

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Training	Brainstorm "Next Steps" portion of workgroup report	All	9/21/00		
Training	Prepare draft "Process" portion of workgroup report; share w/ group members via e-mail	Sharon Quinn; Doris Keller	9/21/00		
Training	Incorporate draft portions of report into one document and e-mail to group members for comment	Doris Keller	9/20/00		
Training	Provide comment on draft report	All	9/25/00		
Training	Incorporate comments and finalize draft; submit to facilitators with copy to group	Doris Keller	9/26/00		